

**City of Manchester, New Hampshire
Board of Fire Commissioners**

Minutes of the Regular Monthly Meeting

Date: Tuesday, February 19, 2014

Location: Central Fire Station-100 Merrimack Street

Board Members Present: Commissioners Paul Harrington, Timothy DiVenuti, Anthony Puzzo and Mark Burns. Commissioner Perry-absent. The meeting was called to order at 8:30 am.

Present: Chief Burkush, Deputy Chief Campasano, District Chief O'Reilly and Linda Miccio. Deputy Goonan and Jody Rivard-absent.

A moment of silence was observed.

Minutes of the Previous Meeting:

Commissioner DiVenuti is requesting that a copy of the previous minutes be provided to each commissioner.

Motion to accept minutes – DiVenuti/Burns

Correspondence: None to report.

Division Reports:

Chief Burkush reported on the following:

- FY 2014 budget is currently tracking (\$175,000.00) shortfall.
- Mayor requesting ideas to increase revenues-department submitting plans to increase Listed Agent Fees and Master Box.
- Discussion regarding 6 million radio project, a collaborative effort between MFD and MPD.
- Management of Aggressive Behavior Training is underway to address issues with aggressive/combatative patients.
- Announced that the department has applied for and AFG grant for a fire extinguisher assimilator.
- Discussion of FY 2015 Budget.

Training Division Report:

See attached report.

Deputy Chief Goonan reported on the following:

- Absent – no report submitted.

Fire Prevention Bureau Report:

See attached report.

Communications Report

- Absent – no report submitted.

Old Business:

None to discuss.

New Business:

Commissioner Harrington announced that the Bishop is scheduled to attend the Memorial Mass scheduled for May 29, 2014 at 6 pm.

Commissioner Harrington notified the Board of Fire Commissioners that at the next meeting, chairmanship of the board should be discussed.

Next meeting scheduled March 11, 2014 8:30 am

Executive Session: Not necessary

Adjournment: 9:00 am on a motion by DiVenuti/Puzzo

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

City of Manchester, NH
Board of Fire Commissioners
Meeting Agenda

Scheduled Meeting Date: Tuesday, February 11, 2014

Scheduled Time & Place: 8:30 am – Central Fire Station

Agenda Items:

- A. Moment of Silence
- B. Minutes of Previous Meeting
- C. Reports for the month (distributed at meeting)
 - 1. Current Roster
- D. Correspondence:
 - None to report.
- E. Division Reports:
 - 1. Report from Chief James Burkush.
 - 2. Report from Deputy Chief Nicholas Campasano.
 - 3. Report from Deputy Chief Daniel Goonan.
 - 4. Report from District Chief Ed O'Reilly.
 - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)

Fire Commission Meeting
Report from the Fire Prevention Bureau
Tuesday February 11, 2014; 8:30am

Monitored Fire Extinguishers: Under State fire code 2012 – 2013; part Saf-C 6008; building safety, 6008.03, modifications to fire prevention code (d) section 13.6.2 of NFPA 1 shall be amended to read as follows: Fire extinguishers shall be electronically monitored in accordance with 13.6.9.1.5. The electronic monitoring of the fire extinguishers shall not apply in occupancies that do not require a fire alarm system.

What we enforce here are monitored installations in new construction or change of use in existing buildings. The units, or cabinets, depressed into the wall have two points of monitoring where a small hose connects near the gauge assembly, and, the other point is a proximate sensor at the base of the unit. The device is wired to the fire alarm system to alert trouble, amber lamp and panel audible. It will behave the same as any tamper trouble signal initiated from a valve closing on the sprinkler system, as an example. Should the extinguisher be removed from the cabinet the pressure sensor would alert the panel and/or should an obstruction be placed in front of the extinguisher location the proximate sensor would alert. These troubles are on delay so that movement of furniture in and around the extinguisher will not set off the panel audible. However, if an office Christmas tree or book case were to be placed in front of the cabinet, the unit will show trouble on the panel. Removing the obstruction relieves the signal, but in reverse, therefore the panel will delay in restoring trouble. It is a non-latching programmed event so eventually it should clear the system to normal.

We have not required these monitored extinguishers in buildings where there is a change in use (new occupancy) where the existing fire alarm system is unable to accept the monitoring points. This would, of course, require an upgraded fire alarm system.

The extinguisher locations at the new Wiggin Airways addition are monitored. These are the non cabinet type, mounted to the wall with a junction box for the obstruction sensor and the pressure device hose out of the wall. The pressure sensor would alert if a less than fully charged fire extinguisher was placed or replacing a discharged extinguisher. These are some of the new standards for applying this chapter of code to our community.

Edward O'Reilly
Chief of Fire Prevention

DIVISION REPORT

DEPUTY CHIEF CAMPASANO

FEBRUARY 11, 2014

TRAINING DIVISION

EMPLOYEE SELF-DEVELOPMENT

Department personnel participated in the following training programs offered through the Training Division:

- Workplace Violence Policy Training 8 classes 180 attendees 270 contact hours

IN-HOUSE COMPANY TRAINING PROGRAM

Companies continue to formally document their company level in-house training. **January** training hours for each company:

- Station 2.....15.50 hours
- Station 3.....17.00 hours
- Station 4.....00.00 hours
- Station 5.....20.00 hours
- Station 6.....28.00 hours
- Station 7.....00.00 hours
- Station 8.....10.00 hours
- Station 9.....21.00 hours
- Station 1018.50 hours
- Engine 1120.00 hours
- Truck 113.00 hours
- Rescue 1.....00.00 hours

The average training hours per company for the month of **January** were **13.58** hours. The average training hours per company for the month of December were 19.54 hours.

HOMELAND SECURITY

Although the Zetron installation has been completed, the department has been experiencing communication issues between the station units and the dispatch CAD system. The problems appear to be software related between the CAD server and the Zetron FSA server. The trouble shooting of this issue is being conducted by our Communication technicians, city Information Systems Department personnel, and Zetron / Intergraph representatives.

A meeting was held with representatives from Accelerated Media Technologies to discuss the layout and installation of technology components for the truck. Radio communication equipment has been ordered. The vehicle is on track to be completed and delivered in late May 2014.

Final grant closure on both the east and west-side fiber optic projects is being completed. Final billing invoices are being compiled and readied for submittal to the State for reimbursement. Once submitted, these grants will be closed.

Intertech Associates is completing the design specifications for the radio replacement options identified in the radio feasibility study. These specifications will form the backbone of the Request for Proposals, which the city will release in mid-March, in order to obtain exact cost dollars on the radio system replacement.

EMERGENCY MANAGEMENT OPERATIONS

LOCAL EMERGENCY PLANNING COMMITTEE

The LEPC met on January 16th. The minutes from that meeting will be attached to the March Division report. The committee will be meeting on February 20 to begin the hazard analysis and vulnerability studies. The committee will be involving the hazmat team to analyze the skills and resources needed to handle the hazards previously identified and determine where gaps exist in current team capabilities. All LEPC meetings are open to the public.

SOUTHERN NEW HAMPSHIRE REGION COMMUNITY PREPAREDNESS PROGRAM

The department has received the LED message board updates from the manufacturer. Testing will begin to ensure that there are no other issues with the software compatibility and sign functions. Distribution of the signs will commence upon completion of this testing.

MANCHESTER EMERGENCY SHELTER COMMITTEE

The department met with representatives of PSNH to review the critical infrastructure power restoration list. This list provides PSNH with a prioritized list of facilities which would need immediate attention for restoration in the event of a city-wide power outage. Additionally, the department has been working with the State Office of Emergency Management to secure funding for the acquisition of emergency shelter cots and supplies. The immediate focus is to secure the number of cots necessary to meet the Radiological Emergency Response Plan's estimate of 522 shelter beds. The department assisted the Health Department with a functional needs exercise at McLaughlin Middle School. This exercise was designed to identify issues related to the mass delivery of oxygen within a functional needs shelter activation. Department members assisted the training of the Elliot Hospital's second CERT program. Fire Inspector Lennon provided both fire control and fire extinguisher training for the volunteers. A terrorism overview was also provided during their training. It is anticipated that this team of volunteers will be available to assist the city during times of emergency. This

group of volunteers could be used to man emergency shelters, provide manpower at Point of Distribution centers or assist the department at reception center operations.

CHILD CARE EMERGENCY MANAGEMENT

An Emergency Preparedness program was held on January 16th, at the public library, for day care centers. There were over 100 daycare providers present for this program. Greg Champlin, from the State Office of Emergency Management, presented the program with assistance from the Manchester Police and Fire Departments. This program was well received by the attendees and will help advance the emergency preparedness of the city's child care centers.

EMERGENCY MEDICAL SERVICES

AMBULANCE CONTRACT

The department continues to meet with AMR and the medical resource hospitals for monthly quality review meetings. The next meeting is scheduled for February 13th. The outfitting of six new ambulances with department radios and contractor-supplied mobile data terminals has been proceeding exceedingly slow, as the problems with Zetron implementation and coordination of new/old ambulances has not been without trouble.